EQUA Mead Learning Trust

Every Child, Every Chance

Policy name	**Privacy Notice for Parents and Pupils**
Policy Lead	N Reeves – Chief Financial Officer
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EQUA Mead follows One West's suite of Data Protection policies	

Privacy Notice for Parents and Pupils

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About this Privacy Notice

1. All schools within the EQUA Mead Learning Trust are covered by the Trust's Data Protection Policy. Individuals have a legal right to be informed about how we use their personal information.

2. This Privacy Notice explains how we collect, store and use personal information. It is intended for pupils and parents (including carers or guardians who we refer to in this privacy notice as 'parents') and we encourage all to read it. We also hold a separate Privacy Notice for the school's workforce and a shorter, simpler notice for pupils themselves.

3. Our aim is to always provide clear information about the personal information we are using and why we are using it. We have tried to keep the language in this Privacy Notice as simple as possible, however if anything is unclear or if you have any concerns, please contact dataprotection@equamead.org.

4. This is the school's main 'overarching' Privacy Notice and it applies generally to the personal information that we collect and use. Unless there is a lawful reason not to do so, we will also provide more specific privacy information at the point at which we collect or use personal information, for example if we collect personal data via an online or paper form.

5. Whilst much of the personal information that we collect is mandatory (ie it must be provided so that we can manage the school, fulfil our legal obligations and provide an education), some of it is requested on a voluntary basis. We will explain to you whether there is a requirement to provide certain information to us, or whether you have a choice in doing so. Where this is the case, we will request consent at the point we collect the information.

6. For the purposes of data protection law, EQUA Mead Learning Trust is the 'Data Controller'. Our Data Protection Officer is One West; contact details are provided at the end of this privacy notice.

The personal data we hold (categories of personal data)

7. We process personal information to be able to run schools in our Trust, to provide pupils with an education and to make sure that we can look after our pupils appropriately. We may collect information directly from pupils or parents or from other places including other schools, the local council and the Department for Education (DfE). Examples of the types of personal data that we may collect, use, store and share (when appropriate) are listed at Appendix 1.

Our lawful reasons for processing pupil/parent information (lawful bases)

8. Data Protection law requires us to have a legal reason ("Lawful Basis") for processing the personal data we use. These reasons are listed under Article 6 of the 'UK General Data Protection Regulation' (UK GDPR). Our lawful basis for processing will be explained at the point at which we collect personal information unless there is a lawful reason not to do so (for example where it is for the prevention or detection of crime).

9. EQUA Mead Learning Trust, centrally and through its schools, processes a wide range of personal data for a variety of purposes, as described above. The lawful bases we rely on will therefore vary. However, generally, the lawful bases we mainly use in relation to pupils and parents are:

    - **We need to comply with the law (we have a legal obligation):** for example we collect and use pupil information under legal and statutory obligations within the Education Act 1996, The Children Act 2004; Education and Inspections Act 2006; Education Act 2011; the Family and Children Act 2014 and Keeping Children Safe in Education (KCSIE).

- **We need to carry out a task in the public interest:** for example, the collection and use of pupil information is necessary for us to perform our role as a school and to deliver our public task of providing education to our pupils.
- **You have given us your consent** for example a photo of you for promotional purposes or our website.
- **We need to protect your vital interests (or someone else's interests)** this relates to life-or-death situations**.**
- **It is in ours or a third party's legitimate business interests to process the data** where this is the case, we will ensure that we have considered whether our legitimate interests are overridden by your rights and freedoms as the pupil or parent.

10. Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so. We will then cease this aspect of processing.

11. When a pupil is considered mentality capable of making their own decisions with regards consent (while there is no defined age, this is normally considered once a child attends Secondary school), their consent choices over-ride those made by the parent or guardian.

12. Some of the reasons that we use for collecting and using information may overlap and there may be several grounds allowing us to use personal data. There are also other lawful bases that may apply, and this will be made clear wherever possible.

13. Our lawful basis for processing will be explained at the point at which we collect personal information unless there is a lawful reason not to do so (for example where it is for the prevention or detection of crime).

Special category (sensitive) personal information

14. We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data which has extra protection in law and requires us to identify a condition for processing under Article 9 of the UK GDPR.

15. Special category data is personal data revealing:
    16. racial or ethnic origin
    17. political opinions
    18. religious or philosophical beliefs
    19. trade union membership
    20. genetic data
    21. biometric data for the purpose of uniquely identifying a natural person (for example fingerprints)
    22. data concerning health; or
    23. data concerning a natural person's sex life or sexual orientation

24. The Article 9 grounds which we may rely on to process special category data include:
    25. Legal obligation
    26. Substantial public interest including:
        - Statutory and government purposes
        - Equality of opportunity or treatment
        - Preventing and detecting unlawful acts
        - Preventing fraud
        - Public Health
        - Safeguarding
    27. Support for individuals with a particular disability or medical condition
    28. Explicit consent, for example to the use of biometric data, eg fingerprints.

29. To maintain your vital interests

30. Further details about how the school complies with data protection legislation with regards the processing of Special Category data can be found in the Special Categories of Data section of the school's Data Protection Policy.

Criminal convictions

31. We may process data about criminal convictions or offences. This will usually be where such processing is necessary to carry out our obligations, to exercise our rights, to look after our students and staff or to support the police and other relevant agencies.

32. We will only use information about criminal convictions or offences where the law allows us to. Usually this will either be either on the basis of our legal obligations in relation to safeguarding, preventing fraud, health and safety or with your consent. We also need to identify the relevant condition for the processing, this will usually be substantial public interest.

Collecting pupil and parent information

33. The reasons that we collect and use personal information enable us to provide our pupils with an education and to help us run the school. Please refer to **Appendix 1** for examples.

34. We collect and use information about you in a variety of way including through the school application and admissions process, from correspondence with you and through assessing pupils' educational progress. The ways in which we collect information about you may also include methods as outlined in **Appendix 1**.

35. We may also collect information about you from third parties such as information from other schools or other third parties engaging with you outside the school.

Whom we share pupil information with

36. Information about pupils and parents will not be shared with any third party without consent, unless the law allows us to do so. Where it is legally required or necessary (and it complies with data protection law), personal information may be shared with the relevant local authority to meet our legal obligations to share information such as safeguarding concerns, or we are legally obligated to share certain data with the Department for Education (DfE). To find out more about the data collection requirements that are placed upon us by the DfE including the data that we share with them go to: https://www.gov.uk/education/data-collection-and-censuses-for-schools. We do not use data for profiling, and only for marketing if you have opted in, eg to our newsletter.

37. If you leave us and move to an alternative school, we are legally obligated to transfer your child's Education Record and all Safeguarding files onto the new school, to ensure their education and any additional support is in no way compromised by the move.

38. In the course of investigations, complaints or incidents (such as safeguarding incidents), we may need to disclose information to third parties in order to establish the facts of a case, explain our decisions and ensure transparency in our processes.

39. Further examples of with whom we share data are listed at **Appendix 2**. Details of how we share data with the Department for Education can be seen in **Appendix 3**.

Third-Party Processors

40. There are occasions when we contract or commission third party organisations or software systems to carry out functions on our behalf, and inevitably these functions will involve those third parties processing personal data on our behalf. Examples of the Third-Party Processors we use, including what data is processed and why can be found at **Appendix 4**.

41. Third-Party Processors are acting on our behalf, and under our instruction are governed by a contract that meets the requirements defined by GDPR.

Youth support services [For use by educational settings with students aged 13+:]

Pupils aged 13+

42. Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

    43. youth support services

    44. careers advisers

45. The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the pupil once they reach the age 16.

46. Data is securely transferred to the youth support service, stored securely, and kept in line with the Trust's Data Retention Schedule in its Records Management Policy.

Pupils aged 16+ [For use by educational settings with students aged 16+:]

47. We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

    48. post-16 education and training providers

    49. youth support services

    50. careers advisers

51. A child / pupil, once they reach the age of 16, can object to only their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

52. Data is securely transferred to the youth support service, stored securely, and kept in line with the Trust's Data Retention Schedule in its Records Management Policy.

53. For more information about services for young people, please visit the local authority website.

Storing pupil and parent data

54. Personal data is stored in line with our data protection policy in a range of different places, including within pupils' files and our IT systems, and the school's email system.

55. The information that we create and maintain is kept secure. Once a pupil's education with us has ended, we may retain such information beyond their attendance at the school as deemed necessary and in line with our retention policies. A copy of the Retention Schedule can be obtained by contacting dataprotection@equamead.org.

Transferring data internationally

56. Where we transfer personal data to a country or territory outside the UK and European Economic Area, we will do so in accordance with data protection law and ensure that we have sufficient safeguards in place.

Requesting access to your personal data

57. Individuals have the right to request access to information about them that we hold. This is known as making a 'Subject Access Request' (SAR). If you make a subject access request and we hold information about you, we will:
    58. Give you a description of it
    59. Tell you why we are holding and processing it, and how long we will keep it for
    60. Explain where we got it from, if not from you
    61. Tell you who it has been, or will be, shared with
    62. Let you know whether any automated decision-making is being applied to the data, and any consequences of this
    63. Give you a copy of the information in an intelligible form within a month, unless an extension is necessary on the ground of the complexity of the request

64. You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact the school office or dataprotection@equamead.org.

65. Children have the same rights as adults over their personal data and the school will assess each request on its own merits. Pupils can find out what personal information we hold about them and how we use it by making a subject access request, as long we judge that they can properly understand their rights and what this means.

66. Those with parental responsibility can make a request with respect to their child's data, where the child is not considered mature enough to understand their rights over their own data (mental capacity will be judged by the school on a case-by-case basis), or where the child has provided consent and it is considered to be in the best interests of the child. Parents also have the right to make a subject access request with respect to the personal data the school holds about themselves. If you would like to make such a request, please contact the school office or dataprotection@equamead.org.

67. There is no equivalent legal right to access a child's educational record. It will be up to the school to decide whether to grant such access, and it is likely to depend on the contractual relationship between the parent and the school.

Other rights

68. Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

69. Request to have personal data corrected if you believe that it is inaccurate or incomplete.
70. Request the deletion or removal of personal data where there is no compelling reason for its continued processing.
71. Restrict our processing of personal data (ie permitting its storage but no further processing) under certain circumstances.
72. Object to processing if we are processing your information as part of our public tasks, or on the basis of our legitimate business interests, in which case we will consider your objection, and balance this against our need to process the information.
73. Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
74. Withdraw your consent to processing.
75. Have personal information, which you have provided, transmitted electronically to another organisation in certain circumstances.
76. Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect, unless you have agreed or in other limited circumstances.
77. Seek redress, either through the ICO, or through the courts.

Contact and Complaints

78. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please either contact the school office or dataprotection@equamead.org.

79. We take any complaints about our collection and use of personal information very seriously.

80. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please contact dataprotection@equamead.org or our Data Protection Officer One West: i-west@bathnes.gov.uk or 01225 395959.

17. You have the right to make a complaint to us about the way in which we process your personal data. There is also a right to make a complaint to the Information Commissioner, but you should raise your complaint with us first. We will acknowledge your complaint within 30 days and respond without undue delay.
18. The Information Commissioner may be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

    www.ico.org.uk. 0303 123 1113

Version	Date	Summary of changes	Author
V1.0	July 2020	Initial version	One West
V1.1	Dec 2021	Addition of Appendix 6	One West
V1.2	Aug 2023	Merging of Appendices 1, 2 and 3, PN title change and minor grammatical updates	One West
V1.3	Oct 2023	Formatting	One West
V1.4	Sep 2025	Right to complain to school added. Formatting changes.	One West

Appendix 1: Non-exhaustive list of the types of personal data we process

Data type	Purpose	Where we obtain the data from
Personal identifiers and contacts (such as name, unique pupil number, contact details and address).	To look after pupil wellbeing. To keep children safe (eg food allergies, or emergency contact details). To meet the statutory duties placed upon us eg for official data collections. To manage payments for school meals or other activities To investigate incidents and/or complaints.	School application from the local authority Direct from the parent or pupil CTF files from previous schools Annual detail update from parent/carer. Annual Consent update from parent/carer.
Characteristics (such as ethnicity, language, and free school meal eligibility).	To meet the statutory duties placed upon us eg for official data collections.	School application from the local authority Direct from the parent or pupil CTF files from previous schools Annual detail update from parent/carer.
Safeguarding information (such as court orders and professional involvement).	To look after pupil wellbeing. To keep children safe (eg food allergies, or emergency contact details). To meet the statutory duties placed upon us eg for official data collections. To investigate incidents and/or complaints.	School application from the local authority Direct from the parent or pupil CTF files from previous schools Annual detail update from parent/carer. Annual consent update from parent/carer.
Special educational needs (including the needs and ranking).	To support pupil learning and deliver remote learning To monitor and report on pupil progress and check whether any extra help is needed. To look after pupil wellbeing. To keep track of how well we're performing and assess the quality of our services. To meet the statutory duties placed upon us eg for official data collections.	School application from the local authority Local Authority SEND Team Health providers Direct from the parent or pupil CTF files from previous schools Annual detail update from parent/carer. Annual Consent update from parent/carer.
Medical conditions (such as doctor information, child health, dental health, allergies, medication and dietary requirements).	To monitor and report on pupil progress and check whether any extra help is needed. To look after pupil wellbeing. To keep children safe (eg food allergies, or emergency contact details). To meet the statutory duties placed upon us eg for official data collections. To investigate incidents and/or complaints]	School application from the local authority Local Authority SEND Team Health providers Direct from the parent or pupil CTF files from previous schools Annual detail update from parent/carer. Annual Consent update from parent/carer.
Attendance record (such as sessions attended, number of absences, absence reasons and any previous schools attended).	To support pupil learning and deliver remote learning To monitor and report on pupil progress and check whether any extra help is needed. To keep track of how well we're performing and assess the quality of our services.	Direct from the parent or pupil CTF files from previous schools

	To meet the statutory duties placed upon us eg for official data collections. To investigate incidents and/or complaints.	
Test results, assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results).	To support pupil learning and deliver remote learning To monitor and report on pupil progress and check whether any extra help is needed. To keep track of how well we're performing and assess the quality of our services. To meet the statutory duties placed upon us eg for official data collections.	CTF files from previous schools Assessment data collection portal (DfE)
Behavioural information (such as exclusions and any relevant alternative provision put in place).	To support pupil learning and deliver remote learning To monitor and report on pupil progress and check whether any extra help is needed. To look after pupil wellbeing. To keep track of how well we're performing and assess the quality of our services. To keep children safe (eg food allergies, or emergency contact details). To meet the statutory duties placed upon us eg for official data collections. To investigate incidents and/or complaints.	School application from the local authority Local Authority SEND Team Health providers Direct from the parent or pupil CTF files from previous schools
Photographs and CCTV	To keep children safe To promote the school eg through our website, prospectuses and press releases. To investigate incidents and/or complaints.	School application from the local authority Direct from the parent or pupil Annual Consent update from parent/carer.
Biometric data (such as fingerprints)	To manage payments for school meals or other activities **secondary schools only**	Direct from the parent or pupil Annual Consent update from parent/carer.
We may use online platforms to deliver lessons remotely; if we intend to record the lesson we will let you know	To support pupil learning and deliver remote learning To meet the statutory duties placed upon us eg for official data collections.	Direct from the parent or pupil

EQUA Mead Learning Trust are the Data Controller for this information, and do, therefore, have access to all personal data the school processes. As in all cases, this access is restricted to only those with a requirement to see it, for example IT support, or to act as an independent investigator in accordance with our Complaints Policy.

Appendix 2: Examples of whom we may share your data with where the law permits (non – exhaustive list)

81. The Local Authority - Wiltshire Council, and other local authories as required.
82. Schools and other educational settings that students attend after leaving.

- The Department for Education (DfE).
- The National Health Service to support student safety and vaccination programs.
- The pupil's family and representatives.
- Educators and examining bodies.
- The schools' inspector
- Suppliers and service providers so that they can provide a contracted service such as careers and Physical Education provision.
- Central and local government.
- Auditors.
- Survey and research organisations.
- Security organisations.
- Health and social welfare organisations.
- Professional advisers and consultants.
- Counsellors/Educational Psychologists as and when appropriate.
- Charities and voluntary organisations.
- Police forces, courts, tribunals.
- Professional bodies.
- Our Data Protection Officer on occasion, eg to support a subject access request
- Occasionally with school governors

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels.

Appendix 3: How we share information with the Department for Education (DfE) and the National Pupil Database (NPD)

EQUA Mead Learning Trust is required to provide information about pupils to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the DfE and provides evidence on school performance to inform research. The database is held electronically so it can be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The DfE may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

Sharing by the DfE:

The law allows the DfE to share pupils' personal data with certain third parties, including:

- Schools and local authorities.
- Researchers.
- Organisations connected with promoting the education or wellbeing of children in England other government departments and agencies.
- Organisations fighting or identifying crime.

For more information about the DfE's NPD data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-dataTo find out more about the data collection requirements placed on us by the DfE via the school census please visit: https://www.gov.uk/education/data-collection-and-censuses-for-schools

To find out more about the NPD, please visit: https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information

We lawfully share pupil data with the DfE through data collections which is used to

- underpin school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- inform 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- support 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Sharing of Attendance Data

The Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024 obligate us to provide additional information to the DfE, on a daily basis. This information will be your child(ren)'s identifiers, age, ethnicity, gender, and daily school attendance information, along with whether or not your child(ren) are eligible for free school meals, have special educational needs, have an EHC Plan, or is or have been a looked after child.

As this is a large amount of information to be provided on a daily basis, the DfE have provided a means by which the transfer can be sent automatically. This is by using a system called Wonde,

which pulls the requested information from the school's existing computer systems, and sends it directly to the DfE. This system has been fully tested, and meets information security expectations.

For information about what the DfE will do with this data, please see their Privacy Notice at https://assets.publishing.service.gov.uk/media/65115a04bf7c1a0011bb4640/Privacy_notice_for_schools_daily_attendance_collection.pdf

If you do not wish for the school to share your child(ren)'s data with the DfE using Wonde, please could you raise an Objection to Processing to the school office, for the school to consider your concerns. Please note, however, that this wouldn't prevent us from sharing the information with the DfE, as we are legally obligated to do so.

If you have any questions or concerns about the DfE's use of your child(ren)'s personal data in this manner, we recommend you address these directly with the DfE, or to the Information Commissioner's Office (www.ico.org.uk).

If you want to see the personal data held about you by the DfE, you can make a 'subject access request' to the DfE. Further information on how to do this can be found within the DfE'S personal information charter that is published here: https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact DfE: https://www.gov.uk/contact-dfe

Appendix 4: Examples of Third Party Processors we use

Third Party Processor	Personal data captured	Purpose	Country the data is processed in	Who the information may be shared with and why
Microsoft Teams	Pupil full name, class, image and voice, personal comments and opinions	To provide a remote learning environment, collaboratively with whole class	Republic of Ireland	The pupil's family, as evidence of academic progress. The local authority if any expressed opinions were to be considered a safeguarding concern.
Wonde	Pupil name. DOB, contact details, nationality, ethnicity, religion, doctors information, medical conditions/notes, attendance data, Free School Meal eligibility	Acts as a conduit between various software systems, to ensure all details are fully up to date, and provides a secure method of transfer for statutory data sharing.	UK	Local Authority and the Department for Education, to enable the secure sharing of statutory data returns
Examples could include: Microsoft Office 365, CPOMs, Class DoJo, Times Table Rockstars, CCTV, wrap-around care clubs, caterers, website provider etc				